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Job Title: Petroleum Engineer, GS-0881-9/11
Department: Department Of The Interior
Agency: Interior, Bureau of Indian Affairs
Job Announcement Number: MU-15-29

SALARY RANGE: \$48,403.00 to \$76,131.00 / Per Year
OPEN PERIOD: Thursday, May 21, 2015 to Thursday, June 11, 2015
SERIES & GRADE: GS-0881-09/11
POSITION INFORMATION: Full Time - Permanent
PROMOTION POTENTIAL: 11
DUTY LOCATIONS: 1 vacancy in the following location:
 Pawhuska, OK [View Map](#)
WHO MAY APPLY: NATION-WIDE / INDIAN PREFERENCE ELIGIBLES / CURRENT STATUS EMPLOYEES OR FORMER EMPLOYEES WITH REINSTATEMENT ELIGIBILITY / VEOA ELIGIBLES
SECURITY CLEARANCE: Public Trust - Background Investigation
SUPERVISORY STATUS: No
JOB SUMMARY:

The Bureau of Indian Affairs is the lead agency for the United States in carrying on a government-to-government relationship with the tribal nations. A challenging and dynamic place to work, it enhances the quality of life, promotes economic opportunity, and carries out the responsibility to protect and improve the trust assets of American Indians, Indian tribes and Alaska Natives.

Vacancy Identification Number 1415078

PETROLEUM ENGINEER, GS-0881-9/11,
#4270010A, Eastern Oklahoma Region,
Osage Agency, Office of the Deputy Superintendent-Trust Services
Branch of Subsurface Leasing,
Pawhuska, OK

GS-09: \$48,403 - \$62,920 Per Annum
GS-11: \$58,562 - \$76,131 Per Annum

NOTE: TRAVEL AND RELOCATION EXPENSES INCLUDING REIMBURSABLE REAL ESTATE EXPENSES WILL BE AUTHORIZED IN ACCORDANCE WITH THE FEDERAL TRAVEL REGULATIONS, EXCLUDING CONTRACTOR-PROVIDED HOME SALE.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification of Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian Preference eligibles that are not currently employed with the Federal service will be appointed under the Excepted Service Appointment Authority Schedule A, 213.3112(A)(7).

VETERANS EMPLOYMENT OPPORTUNITIES ACT (VEOA): Preference eligibles may apply for permanent positions (career or career-conditional appointments) under merit promotion procedures for VEOA appointments; however, veteran's preference is not a factor in these appointments. To be eligible for a VEOA appointment, a veteran must be a preference eligible OR veteran separated after 3 or more years of continuous active service performed under honorable conditions. Applicants must submit a copy of their DD-214 for verification of eligibility. For more information, click here:
<http://www.fedshirevets.gov/job/shav/index.aspx#veoa>

FORMER FEDERAL EMPLOYEES: Former Federal Employees are required to indicate whether they received a Voluntary Separation Incentive Payment (VSIP) buyout in their previous employment with the Federal government, and are required to submit a copy of the applicable Notification of Personnel Action

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Job Announcement Number:
 MU-15-29

Control Number: 404870000

(SF-50) regarding the VSIP. The majority of individuals, who accept reemployment with the Federal government within 5 years of receiving the VSIP amount, must repay the gross amount of the separation pay prior to reemployment.

TRAVEL REQUIRED

- 50% or Greater
- REGULARLY OPERATES A GOVERNMENT VEHICLES OR EQUIPMENT TO PERFORM THE DUTIES OF THE POSITION.

RELOCATION AUTHORIZED

- Yes
- TRAVEL AND RELOCATION EXPENSES EXCLUDING REIMBURSABLE REAL ESTATE EXPENSES WILL BE AUTHORIZED IN ACCORDANCE WITH THE FEDERAL TRAVEL REGULATIONS, INCLUDING CONTRACTOR-PROVIDED HOME SALE.

KEY REQUIREMENTS

- US CITIZENSHIP REQUIRED.
- BACKGROUND SECURITY INVESTIGATION WILL BE REQUIRED FOR ALL NEW HIRES.
- APPOINTMENT MAY INCLUDE A REQUIREMENT FOR ONE YEAR PROBATIONARY PERIOD.
- APPLICATIONS WILL ONLY BE ACCEPTED ONLINE OR BY FAX.

DUTIES:

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NOTE: If the position is filled at a lower grade level, subsequent promotion to the next grade level will be processed without further competition under the Merit Promotion Program at such time as performance and qualification requirements are met and classification review discloses the duties being performed properly warrant classification to the next higher grade level.

SUMMARY OF DUTIES:

- SKILL IN THE REVIEW, PLANNING, AND CONSTRUCTION OF MINERALS DEVELOPMENT PROJECTS.
- INCUMBENT ENSURES THAT ALL OIL, GAS AND OTHER MINERAL OPERATIONS ARE PROPERLY ENGINEERED TO MAXIMIZE THE BENEFIT TO SHAREHOLDERS, PROTECT TRIBAL RESOURCES AND COMPLY WITH APPLICABLE LAWS AND REGULATIONS.
- KNOWLEDGE IN THE CONSERVATION OF MINERAL RESOURCES, REVISION OF REGULATIONS AND POLICIES, EVALUATION OF OIL RESERVOIRS, POLYMER MICELLAR, THERMAL, ETC.
- SKILL IN COMMUNICATING WITH LESSEES AND OPERATORS IN ADDRESSING TECHNICAL ISSUES ASSOCIATED WITH WELL COMPLETION AND PRODUCTION TECHNIQUES, ENHANCED RECOVERY AND PLUGGING.
- INCUMBENT ASSISTS IN THE PREPARATION OF PETROLEUM ENGINEERING REPORTS TO SUPERINTENDENT AND VARIOUS SHAREHOLDERS.
- REVIEWS AND EVALUATES APPLICATIONS FOR PERMITS TO DRILL, PLUG, WORKOVER OR INITIATE OTHER OPERATIONS RELATED TO OIL AND GAS WELLS.

QUALIFICATIONS REQUIRED:

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EXPERIENCE AND EDUCATION REQUIREMENTS: (OPM Operating Manual, Qualification Standards for Professional and Scientific Positions, Individual Occupation Requirements for All Professional Engineering Positions Series GS-800. And OPM Operating Manual, Qualification Standards for Professional and Scientific Positions, Series GS-881).

BASIC REQUIREMENTS FOR ALL GRADES:

- A. Degree: professional engineering. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics .

OR

- B. Combination of education and experience—college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their

applications to one of the branches of engineering. The adequacy of such background must be demonstrated by one of the following:

- Professional registration --Current registration as a professional engineer by any State, the District of Columbia, Guam, or Puerto Rico.
- Written Test - Evidence of having successfully passed the Engineer-in-Training (EIT) examination, or the written test required for professional registration, which is administered by the Boards of Engineering Examiners in the various States, the District of Columbia, Guam, and Puerto Rico.
- Specified academic courses --Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and in engineering that included the courses specified in the basic requirements.
- Related curriculum --Successful completion of a curriculum leading to a bachelor's degree in engineering technology or in an appropriate professional field, e.g., physics, chemistry, architecture, computer science, mathematics, hydrology, or geology, may be accepted in lieu of a degree in engineering, provided the applicant has had at least 1 year of professional engineering experience acquired under professional engineering supervision and guidance.

ADDITIONAL EXPERIENCE REQUIRED: In addition to meeting the basic entry level qualification requirements, applicants must have the following:

GS-11: 1 year of specialized experience equivalent to the GS-9 grade level. Examples of specialized experience include exploration and development of oil and natural gas fields; production, transportation, and storage of petroleum, natural gas, and helium; investigation, evaluation, and conservation of these resources; regulation of the transportation and sale of natural gas; valuation of production and distribution facilities for tax, regulatory, and other purposes; and research on criteria, principles, methods, and equipment involved in exploration and development activities. OR 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree.

GS-09: 1 year of specialized experience equivalent to the GS-7 grade level. Examples of specialized experience include conducting engineering research, assisting with routine engineering assignments, performing analyses of maps and making computations, compiling and analyzing well data and populating and maintaining databases utilized in petroleum engineering, experience with automated databases and information systems in order to create technical presentations, spreadsheets, databases, and other documents. OR 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and is typically in or related to the position to be filled.

FOREIGN EDUCATION: If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education.

Qualifying education from colleges and universities in foreign countries must be evaluated in terms of equivalency to that acquired in U.S. colleges and universities. Applicants educated in whole or in part in foreign countries must submit sufficient evidence, including transcripts, to an accredited private organization for an equivalency evaluation of course work and degree. You must provide a copy of the letter containing the results of the equivalency evaluation upon request. Failure to provide such documentation when requested will result in lost consideration.

For more information regarding evaluation of foreign education for federal employment, please visit the [U.S. Dept of Ed.](#)

SUITABILITY, CLEARANCE & REQUIREMENTS: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

OTHER: Incumbent is required to operate a government-owned or leased motor vehicle, in the performance of duties, therefore, a valid driver's license is required. Incumbent must have a safe driving record within the three-year period immediately preceding submittal of GSA Form 3607 and be able to meet the safe driving requirements of the Bureau of Indian Affairs.

TELEWORK: The Bureau of Indian Affairs has determined that the duties of the position are suitable for telework only during an emergency or natural disaster.

HOW YOU WILL BE EVALUATED:

As part of the application process, you are required to respond to a series of questions designed to assess your possession of the following knowledge, skills, and abilities:

- PROFESSIONAL KNOWLEDGE OF PETROLEUM ENGINEERING AND SUBSURFACE GEOLOGY CONCEPTS, PRINCIPLES AND PRACTICES.
- EVALUATION
- TECHNICAL COMPETENCE
- DOCUMENT PREPARATION AND REVIEW
- INTERPERSONAL SKILLS

We will compare your resume and supporting documentation to your responses on the assessment

questionnaire. If you rate yourself higher than is supported by your resume, your score may be adjusted to more accurately reflect your abilities.

BENEFITS:

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The Bureau of Indian Affairs offers a comprehensive benefits package. This link provides an overview of the benefits currently offered: https://help.usajobs.gov/index.php/Pay_and_Benefits

OTHER INFORMATION:

CTAP & ICTAP APPLICANTS: Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) participants who are well qualified may apply for this position. To be eligible for consideration under CTAP, an applicant must provide written notification that they will be losing their current federal position. To be eligible for consideration under ICTAP, an applicant must provide proof that they have lost their federal position within the last year. To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at 85 or above on the rating criteria for this position. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible. For more information regarding CTAP & ICTAP, please visit http://www.opm.gov/rif/employee_guides/career_transition.asp

NOTICE TO MALE APPLICANTS: Section 1622 of the Defense Authorization Act of 1986, prohibits any male born after December 31, 1959, from being appointed to a position in an executive agency if he has knowingly and willfully failed to register with the Selective Service System. Male applicants born after December 31, 1959, will be required to complete a certification document to confirm their Selective Service registration status, if selected for appointment.

HOW TO APPLY:

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To Apply Online:

- Click the Apply Online button and follow the prompts to register
- Answer the Questionnaire and click on SUBMIT my answers
- UPLOAD all required documents and other supporting documents
- To return to your saved application, log in to your USAJOBS account at www.usajobs.gov
- Click on Application Status
- Click on the position title and select Apply Online to continue

We strongly encourage you to apply online. However, if you cannot apply online, you may FAX your assessment questionnaire, resume and supporting documents to **(478) 757-3144** by following the steps below.

To Apply by Fax:

- Print a copy of the [OPM Form 1203-FX](#) **Vacancy Identification Number 1415078**
- Answer the assessment questionnaire [View Occupational Questionnaire](#)
- When faxing a completed OPM Form 1203-FX, this will serve as your fax cover and must be placed on TOP of your application and other supporting documents. No other fax page is required. Simply make sure all six pages of the completed OPM Form 1203-FX are on top of all other documents being faxed

Combination Online/Fax:

- Click the Apply Online button and follow the prompts to register
- ANSWER the Questionnaire and click on SUBMIT my answers
- Print the [US Government Application Cover Page](#)
- Include the **Vacancy Identification Number 1415078**, SSN, and full name to ensure that your documents are associated with the rest of your application
- Fax your US Government Application Cover Page, application, and supporting documents to **(478) 757-3144**

Please note that it is the applicant's responsibility to verify that all information entered, uploaded, or faxed (i.e., questionnaire responses, resume, and any supporting documents) are complete and accurate.

All electronic submissions and/or faxes must be completed by Thursday, June 11, 2015.

NOTE: Submission of a resume alone is not a complete application. This position requires the submission of additional forms as described under the **REQUIRED DOCUMENTS** section. Failure to provide the required information and/or documentation may result in your application not being considered for employment.

REQUIRED DOCUMENTS:

- Resume showing relevant experience and education.

- Work experience, must include the following:

- Position Title;
- Dates - from (mm/yy) to (mm/yy);
- Hours worked per week;
- Salary (hourly/yearly)
- Current Supervisor's Name, Address, and Telephone number,

- Education

- References - List three people who are not related to you and are not current or previous supervisors.

- Form BIA-4432, Verification of Indian Preference for Employment, if claiming Indian preference. No other form will be accepted.
- Form DD-214, if claiming veterans preference; and VA letter and Standard Form 15, if claiming 10 point preference.
- Copy of most recent SF-50, Notification of Personnel Action.
- College Transcript is required for verification of qualifying education. Unofficial transcripts are acceptable; however, an official transcript may be requested at a later time.
- [GSA Form 3607, Motor Vehicle Operator's License and Driving Record](#) (optional during the application process; however, selectees will be required to submit as part of the pre-appointment process).

NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. The applicant is responsible for submitting all required documentation in support of their application in order to receive full credit for their Indian preference, veteran preference, experience, training, and/or education. ADDITIONAL INFORMATION WILL NOT BE SOLICITED FROM THIS OFFICE.

AGENCY CONTACT INFO:

Samuel Ware
Phone: (405)247-1656
Email: SAMUEL.WARE@BIA.GOV

Agency Information:
BIA Center for Recruitment
Anadarko
DO NOT MAIL APPLICATIONS
PLEASE FAX TO 478-757-3144
XXXXX, OK
73005

WHAT TO EXPECT NEXT:

Once the online questionnaire is received, you will receive an acknowledgement email notifying you that your submission was successful. After a review of your application is made, you will be notified regarding your rating and referral to the hiring official. If further evaluation or interviews are required, you will be contacted.

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